



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062020R10015

**ISSUANCE DATE:** August 10, 2020

**CLOSING DATE/TIME:** August 21, 2020

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist – Civil Society & Media

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,  
**Contracting Officer**

U.S. Agency for International Development  
C/O American Embassy,  
Plot 1075 Diplomatic Drive,  
Central Business District, Abuja  
P.M.B. 519, Garki, Abuja.

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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062020R10015
- 2. ISSUANCE DATE:** August 10, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 21, 2020/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist – Civil Society & Media
- 6. MARKET VALUE:** N15,052,605 to N22,670,299 equivalent to **FSN-11; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective October 27, 2019). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a December 2020.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country National (Nigerians only).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract:**

The Civil Society and Media Specialist manages PDG's civil society programs and is the USAID Mission's principal advisor on issues related to civil society development in Nigeria. These responsibilities require interaction with: senior USG officials in Nigeria and in the United States; other donors, including the United Kingdom, United Nations, European Union, Canada, Japan, World Bank, and African Development Bank; and high-ranking Nigerians both within and outside of government at national and subnational levels. The incumbent provides guidance and oversight to his/her implementing partners to improve governance in Nigeria and work to enhance the ability of other USAID programs to achieve their results. In addition, the incumbent serves as the PDG Office's media and public outreach coordinator, working with the Mission's Development Outreach Coordinator(s) (DOCs) on a range of PDG materials for public consumption, such as fact sheets, press releases, and public remarks by USG official and PDG Office's gender point of contact, who responds to Mission requests to PDG activities related to gender. The incumbent also

serves as the Mission Countering Trafficking in Person's (CTIP) coordinator, who will manage this component of PDG's activities and lead responses related to CTIP. The job may be expected to perform work-related travel.

## **2. Statement of Duties to be Performed:**

The incumbent contributes significantly to implementing USAID/Nigeria's "Strengthened Good Governance" Development Objective (DO) through activities that address responsive, transparent and inclusive governance.

### **Program Management:**

**50% of time**

Develops and manages USAID civil society programs oriented toward increasing capacity and effectiveness of Nigerian civil society to: hold public officials accountable; express their preferences; engage in policy dialogue; influence public policies and their implementation to enhance confidence in democracy and strengthen foundations of democracy; and use the media to achieve results. More specifically, USAID/Nigeria's civil society program is aimed at: increasing civil society organizations' (CSOs') capacity to effectively advocate for key policy reforms and strengthening CSO institutional capacity for effective program management and sustainability.

He/she serves as the Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) and thus provides technical direction to USAID-funded grantees and contractors implementing civil society programs. The incumbent monitors the performance of such grantees and contractors, and reports on the impact of their work. The incumbent monitors performance in the field and collects and analyzes performance data for the purposes of evaluating implementation and assessing overall program impact. He/she provides on a regular basis written and oral reports including portfolio reviews to senior Mission (including the Embassy) management, PDG team members, and USAID/Washington technical backstops. These reports cover progress achieved, impact observed, problems and constraints encountered, remedial action taken, new opportunities emerging, and any other issues related to program management. He/she works with the Program Office and other Mission technical teams to facilitate coordination of the Mission's civil society support to Nigeria in order to ensure that resources are leveraged, and the impact of USG assistance is maximized. He/she organizes field visits for senior USG officials and U.S. Congressional delegations, planning trip itineraries and scheduling meetings and briefings with USG officers; senior Nigerian officials, groups and individuals; and relevant representatives of international donor agencies on work related to his/her sector. He/she manages evaluation of unsolicited proposals related to civil society assistance, and maintains liaison, at the highest levels, with relevant contractors, grantees, development partners and Government of Nigeria officials.

### **Stakeholder and Customer Relations:**

**25% of time**

He/she serves as the focal point with other USG agencies in Nigeria, Nigerian national, state and/or local government officials, and other international donor organizations on all issues related to USAID/Nigeria's civil society programs. In order to do so, he/she will establish close contacts and communications with a wide range of civil society organizations and key government institutions, including development partners, Nigerian government organizations and other institutions that

work with civil society organizations on civic education and capacity building. He/she will also organize stakeholder consultations that solicit views from a broad range of stakeholders on the overall direction and implementation of USAID/Nigeria's civil society programs. He/she will take the lead in preparing speeches, briefing papers, orientation meetings, and focus discussion groups for the USAID front office, the U.S. Embassy and program-related visitors (e.g., congressional delegations, senior-level USAID and other U.S. government officials and other donors).

In addition, the incumbent serves as the PDG Office's media and public outreach coordinator, working with the Mission's Development Outreach Coordinator(s) (DOCs) on a range of PDG materials for public consumption, such as fact sheets, press releases, and public remarks by U.S. Government (USG) officials. In this role, the incumbent coordinates the development of these materials with all of his/her PDG colleagues, working on behalf of the PDG Office's entire program portfolio, not just the civil society programs.

The incumbent also serves as the Mission's principal advisor regarding issues of persons with disabilities (PWDs). In this role, the incumbent responds to requests for information from Nigerian organizations and officials, USG officials in Washington, and USAID Mission colleagues regarding the Mission's work regarding disability issues. The incumbent is PDG Office's gender point of contact, who responds to Mission requests to PDG activities related to gender. The incumbent also serves as the Mission Countering Trafficking in Person's (CTIP) coordinator, who will manage this component of PDG's activities and lead responses related to CTIP.

#### **Political Analysis and Activity Design:**

**15% of time**

The incumbent assesses Nigeria's national, regional and international setting and analyzes the impact of political, social and economic change upon USAID/Nigeria's civil society programs. This includes: evaluating the impact of new and proposed host-country legislation and policies; political, social and economic developments; personnel changes; as well as regional and international events that impact upon Development Objective 3 support for governance institutions – and recommending appropriate responses (e.g., re-orienting ongoing activities). The incumbent assists in organizing the visits of program design and assessment teams, planning their itineraries and scheduling meetings and briefings with relevant Nigerian institutions and organizations, international donors and USG officials. He/she leads the review process of incoming proposals for civil society assistance and drafts responses on technical quality and relationship to PDG objectives.

#### **Strategy Design and Implementation:**

**10% of time**

The incumbent is responsible for carrying out ad hoc duties as assigned, including drafting Development Objective (DO) Agreement documents, fulfilling responsibilities as an alternative Agreement Officer's Representative as assigned by the PDG office leadership in addition to managing the primary civil society program and Performance Monitoring Plans. He/she is responsible for providing direction to the Mission's DO teams on how to access assistance for their programs managed by the incumbent. He/she reviews and makes comments on activity designs from other operating units for technical soundness, as well as appropriateness of procurement

mechanisms. He/she participates in and helps plan and implement team planning meetings, debriefings, and report writing.

3. **Supervisory Relationship:** Immediate Supervisor is U.S. Direct Hire (USDH) Peace and Democratic Governance Office Director or his/her designee, who outlines duties and responsibilities in terms of Mission policies and objectives.
4. **Supervisory Controls:** Not anticipated

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** Master's Degree in Political Science, International Relations, Development, Law, Public Administration, Public Policy, Social Sciences, Liberal Arts, or Communication/Journalism is required.

**b. Prior Work Experience:** Minimum five years of progressively responsible professional work experience in democracy and governance program management or in civil society advocacy is required.

**c. Language Proficiency:** Level IV (Fluent speaking, reading, and writing) English is required.

**d. Job Knowledge:** Must demonstrate in-depth understanding of civil society organizations and the media in Nigeria. Must have sound knowledge of Nigeria's laws, policies, political history and development.

**e. Skills and Abilities:** Must have high level of judgment. Must possess excellent skills in program management, oversight, monitoring, reporting, financial analysis, evaluation of civil society and democracy and governance programs. He/she must have strong computer skills in Microsoft Office software. Must have outstanding interpersonal teamwork skills, especially in multi-cultural settings, to be able to interact with all persons within and outside the Mission. Must be able to interact professionally with high-level GON and USG officials. Must be knowledgeable and capable to deal with sensitive issues that emerge.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly

rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. Education (as stated above) 10 points
2. Prior Work Experience (as stated above) 20 points
3. Job Knowledge (as stated above) 30 points
4. Language Proficiency (as stated above) 10 points
5. Skills and abilities (as stated above) 30 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be considered.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria as stated above. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g. certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures. E-mails received without the appropriate subject line and incomplete applications will not be considered.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
2. ALLOWANCES (as applicable):
  - a. Transportation Allowance
  - b. Meal Allowance
  - c. Miscellaneous Allowance
  - d. Housing Allowance

## **VII. TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: CCNPSC - Product Service Code: <i>R497</i> - Accounting Info: SC/620-MAARD-0011-3-20003/DV/17/18/620-M/1130007/1210601/72-17/181021	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .